

MILPERSMAN 1301-710

COMMAND POLICIES AND PROCEDURES - ACTIVE COMPONENT CHAPLAIN CORPS OFFICER SCREENING AND ASSIGNMENT TO COMMANDER AND CAPTAIN MILESTONE BILLETS

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References	(a) SECNAVINST 1730.7D (b) SECNAVINST 5351.1 (c) Milestone Billet Decision Memorandum (d) NAVSO P-6034, Joint Federal Travel Regulations (JFTR)
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1. Background

a. Per references (a) and (b), the Office of the Chief of Naval Operations (OPNAV), Chief of Chaplains (N097) is the Department of the Navy's Director of Religious Ministry and the Chaplain Corps (CHC) community leader. OPNAV (N097) is responsible for providing advice to Navy leadership on the organization, utilization, and distribution of CHC officers and to the Chief of Naval Personnel for screening boards for CHC milestone billets. Reference (c) lists the milestone billets for commanders and captains, and can be found on the Navy Knowledge Online Web page under the Chaplain Corps link.

b. Officer communities may designate a limited number of their billets as milestones which represent positions of leadership analogous to command. Similar to the command screening process, milestone screening identifies individuals whose records indicate that they possess the leadership abilities required to successfully execute the duties associated with commander and captain milestone billets. Screening for milestone duty is based on determinations of who is best, fully qualified, and no officer will be disadvantaged because of their race, religion, color, gender, or national origin.

2. Milestone Board

a. The milestone screening and selection process is completed by formal administrative board. Navy Personnel Command (NAVPERSCOM), Chaplain Assignment/Placement Branch (PERS-4414) or a designated alternate serves as the board sponsor. At a minimum, the board membership shall consist of the following:

1	Chaplain Corps flag officer who serves as the president and senior member
1	Chaplain Corps captain
5	Unrestricted line captains

b. No officer may serve on two consecutive boards as a member.

3. Eligibility

a. CHC officers in the grade of commander or are selected for promotion to commander, and whose names appear on the commander promotion list, are eligible to have their records screened at the next milestone board conducted.

b. CHC officers in the grade of captain are eligible to have their records screened at the first milestone board after serving 12 months in the grade of captain.

c. CHC officers with approved resignations or retirements are not eligible. CHC officers with a statutory retirement date within 36 months after the milestone screening board are not eligible.

d. Eligible officers shall be notified of their eligibility by NAVPERSCOM (PERS-4414) and may communicate with the board per NAVPERSCOM procedures.

4. Board Screening Process

a. Eligible CHC officers shall have their records screened by three consecutive boards, unless the officer is selected for milestone duty or selected for promotion.

b. NAVPERSCOM (PERS-4414) shall maintain a roster of CHC officers who have been selected for milestone duty.

c. Any officer who is selected for milestone duty will remain on the milestone roster, unless a subsequent screening board removes the officer's name from the milestone roster, the officer fails to select for promotion to captain, or the officer is selected for promotion to the next rank.

5. **Milestone Slate**. NAVPERSCOM (PERS-4414) shall prepare milestone slates recommending assignment of officers to respective billets. The purpose of the slate is to ensure that an officer's experience, qualifications, and other factors (as determined by the CHC community leader, OPNAV (N097)) are appropriate for the intended milestone assignment. OPNAV (N097) shall review the milestone slate, amend it as necessary, and approve the slate prior to assignment.

6. **Needs of the Navy**. Needs of the Navy may arise which require assignment of a CHC officer into a milestone billet, who has either never been screened for a milestone billet or has failed to be selected by a milestone board. This includes officers who, at the inauguration of the CHC milestone program, were serving in a milestone billet or who completed a milestone tour after 01 October 2011. The milestone screening board shall review the officer's record and make a decision on placing the officer's name on the milestone roster. Assignment of an additional qualification designation (AQD) is pursuant to the standards outlined in paragraph 8 of this article.

7. **Milestone Tour Lengths**. CHC milestone tour lengths are governed by joint tour length requirements and officer distribution guidelines pursuant to reference (d) and MILPERSMAN 1301-104.

8. **AQD**. To receive milestone credit and the associated AQD (AQD 541 for commander milestone; AQD 542 for captain milestone), an officer must appear on the milestone roster, complete a minimum of 18 months in the assigned milestone billet, and must not have a record that indicates misconduct or substandard performance as defined in MILPERSMAN 1611-020. Officers are required to contact NAVPERSCOM (PERS-4414) to request assignment of the AQD; PERS-4414 is responsible for assigning the AQD.

9. **Removal of Names from Milestone Roster.** The milestone screening board shall screen the record of each officer, whose name appears on the milestone roster, to determine if the officer's record indicates misconduct or substandard performance as defined in MILPERSMAN 1611-020. The board is authorized to remove the officer's name from the milestone roster. NAVPERSCOM (PERS-4414) shall notify officers, whose names have been removed from the milestone roster.